

28 March 2002

CEHR-E (690-500g)

MEMORANDUM FOR DEPUTY COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Consistency Review of District Accounting Officers

1. References:

a. Memorandum, CEHR-E, dated 1 Feb 01, subject: Classification Consistency Review – Financial Managers and Accounting Officers.

b. Memorandum, CEHR-E, dated 8 May 2001, subject: Classification Consistency Review – Financial managers, Accounting Officers, Budget Officers, and Payroll Liaison Technicians.

c. Memorandum, CEHR-E, dated 19 Mar 2002, subject: Consistency Review of Financial Management Positions.

2. A number of factors generated a USACE-wide consistency review of financial management positions that was announced in February 2001. These included grading inconsistencies found during the Engineer Inspector General review in FY 00 and the impact of the transfer of accounting functions to Millington, TN. The purpose of this review was to investigate whether different grade levels for accounting officers were based on verifiable differences in assignment of duties. The study is now complete. This memorandum:

a. Lifts the moratorium on the reclassification of Accounting Officer positions; and

b. Provides classification guidance to be used in local determinations on the proper grade level of Accounting Officer positions and requires a local review of current or proposed GS-13 district Accounting Officers against that guidance.

3. This memorandum does not direct the reclassification of individual district Accounting Officer positions. However, you are responsible for assuring the positions under your control are properly classified in accordance with OPM standards and the enclosed guidance. Some districts will support the GS-13 level using either the Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-500PA, or the General Schedule Supervisory Guide. The proper grade level is highly dependent on the level of complexity of the work performed and the subordinate organizational structure. Several districts have positions graded at the GS-13 level that, on the surface, do not appear to meet the minimum requirements in the attached guidance. A district where the preponderance of the district's

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workload comes from O&M work will provide the Accounting Officer limited opportunities to conduct difficult/complex assignments involving interfaces and interrelationships between and among the technical division programs/functions, and related systems, policies and issues as described in the attached guidance. Similarly, these districts will have less GS-12 level work than a district that has a wide variety of complex projects.

4. In lieu of a reporting requirement, this headquarters may spot-check these positions in 90-120 days to assure appropriate action was taken to update or modify the current position description, or that appropriate organizational structure changes have been made to fully support the proper grade. Districts proposing an upgrade of their Accounting Officer positions to the GS-13 grade level must work with their CPOC to assure compliance with the enclosed guidance. The USACE points of contact for this review are Ms. Millie Edwards in CEHR at (202) 761-1798, and Mr. Steven Butler in CERM at (202) 761-0064. Please feel free to contact them if you have specific questions or need clarification on any matter covered by this memorandum.

FOR THE COMMANDER:

/S/

Encl

SUSAN DUNCAN
Director of Human Resources

CF:
MSC RM Chiefs
MSC HR Officers
CPOCMA